



Minutes of the Meeting of the Performance & Standards Committee, held on Monday 27 November 2017, 6.00pm in the Boardroom.

Present: Sue Southwood (Chair)
 Stuart Fraser
 Sarkis Mazmanian
 Doug Trengove (Staff Member)
 Gareth Byrne (Co-opted)
 Yvonne Kelly (Principal/CEO)

In attendance: Victoria Eastwood (Clerk to the Corporation)
 Caryn Swart (Executive Director – Business Operations)
 Brendan James (Head of Higher Level Skills – up to Agenda Item 16)
 Alfred Cardona (Director of Quality and Transforming Learning – up to Agenda Item 10)

The Clerk welcomed those present to the meeting and introductions were made.

1. Apologies for absence

There were no apologies for absence.

2. Declarations of Interest

Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.

3. Minutes of the Previous Meeting – Thursday 4 May 2017

Sue Southwood commented that it was pleasing to see that the College had taken up the GCSE training suggested at the May Meeting.

The Executive Director – Business Operations (EDBO) added that this meeting took place two weeks before the College’s Ofsted visit.

The Minutes of the previous meeting, held on Thursday 4 May 2017, were agreed as a true and accurate record.

4. Matters arising

An update on outstanding actions from the May 2017 Committee meeting were provided:

Agenda Item	Action	Responsibility	By (deadline)	Update
	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing
5.	The HE Self Evaluation Document	EDBO	Next Meeting (TBC)	Included in HE Agenda Item

	be presented at the next meeting of the Committee.			
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The Clerk reminded the Committee to feel confident in asking questions on any areas they required clarification or further information. It was imperative that Members felt reassured by the information they received.

There were no additional matters arising that were not covered by the agenda.

5. Appointment of Chair and Vice Chair of the Committee

The Clerk reported that, as this was a newly formed Committee of existing and new members, it was proposed to defer the appointment of Chair and Vice Chair to the next meeting (March 2018) to allow new members more time to become familiar with the workings of the Corporation. This was agreed.

The Clerk advised that, as the longest standing member of the Committee, Sue Southwood had agreed to take the Chair for this meeting.

Approved: That the appointment of Chair and Vice Chair be deferred to the March 2018 meeting of the Committee. That Sue Southwood take the Chair for this Committee Meeting.

It was agreed that Agenda Item 16 would be taken at this point in the Agenda.

16. Higher Level Skills incl HE Strategy SED & Action Plan

The Head of Higher Level Skills (HHLS) informed the Committee that the College produced an annual Higher Education Self-Evaluation Document (SED), the resulting action plan was monitored and reviewed and the action plan for 2017/18 was monitored through the HE Operational Group, HE Academic Board and SLT Monthly reporting.

The structure of the Self-Evaluation document had been amended from previous years to align to the new Annual Provider Review format, an increased focus on analysis of data including, recruitment, retention, achievement, mitigation, withdrawals (non-continuation), student survey outcomes, complaints and programme level performance in preparation for the Teaching Excellence Framework (TEF) inclusion of subject level performance benchmarks.

Key Performance Indicators (KPIs) had been included at cross college level, programme type and survey focussed questions where responses required improvement. Quality Improvement Plans at programme level would be developed from the SED to ensure that interventions, progress and improvements were monitored.

The HHLS advised Members of the timeline for the ratification process:

- The SED will be presented to the HE Academic Board Wednesday 22nd November 17.
- Performance & Standards 27th November 17
- The SED will be presented to the SLT on 28th November 17.
- Annual Provider Review
- Governing Body sign off – Noon 1st December 2017

Stuart Fraser questioned how important HE was to the College. The HHLS replied that it was a core part of college business and vital to the students involved. The College tried to offer low cost, high quality opportunities for students to progress in education whilst allowing them to learn at their own pace e.g. a student could attend for one year and still be certified – they could then continue their studies at a later date.

The Principal stated that the document presented reflected HE and in HLS there were areas that were non-prescribed and higher apprenticeships. These would be built into the document going forward and a review of both areas would take place.

In response to a question from Stuart Fraser, the HHLS reported that HNC, HND and Apprenticeships were sponsored. All professional courses were listed in the HE quality improvement plan.

Stuart Fraser asked if there was perceived to be growth in HE. The HHLS responded that the College had very successful level three programmes with growth. The aspiration was to grow all HLS provision.

Sarkis Mazmanian questioned why a student would pick the College over a place at UEL. The HHLS replied that the courses the College offered were 50% cheaper than those offered at UEL, however, this was not the only reason. Some students preferred smaller groups and a personalised learning experience with the ability to differentiate. The College could offer this.

The Principal stated that the action plan needed to include all hotspots and this should be RAG rated. The HHLS replied that this was still in ratification and would be presented to SLT on 28 November 2017.

Approved: That, subject to ratification, the HE Self Evaluation Document be approved.

The Chair thanked the Head of Higher Level Skills for a comprehensive report and he left the meeting.

6.

Performance & Standards Schedule of Business 2017/18

The Clerk informed the Committee that the business schedule reflected the core business for the coming year and although this would be adhered to as much as possible, amendments may be made to ensure sector priorities were reflected as and when appropriate.

Approved: The Schedule of Business 2017/18 was approved for future use.

7. **Performance & Standards Committee – Terms of Reference**

The Committee were advised that the Terms of Reference remained unchanged from the previous year and were submitted for approval as good practice.

In response to a question from the Staff Governor, the Clerk confirmed that the appointment of the previous Student Governor had expired in December 2016 but due to the merger discussions at the time, it had been agreed that the appointment of a replacement Student Governor be deferred until the position was clearer. At present, the Student Union were in the process of finalising their membership and once this was completed (Friday 1 December 2017), two Student Governors would be elected.

Approved: The Terms of Reference for the Committee were approved for future use.

8. **Draft College SAR 2016/17**

The Director of Quality and Transforming Learning (DQTL) advised that the College was still in the middle of the SAR validation. The Committee were provided with the current detailed position against the Ofsted framework, highlighting:

- 'the College was good because,' against 'the College is not yet outstanding because,'

- the College is 'Outstanding because,' against 'but would be even better if.'

The Chair commended the way the SAR was framed, particularly how it provided focus on the individual and the process.

Stuart Fraser questioned whether it was outcomes alone that would raise the College to Outstanding. The DQTL replied that the lens of outcomes had been widened to include values, all progress, community and progression. The focus was on individuals and value added.

In response to a question from Stuart Fraser, the DQTL stated that three student feedback surveys were conducted each year. The College was currently looking at more targeted feedback and responsiveness e.g students undertaking a short survey via mobile telephone on their experience for that specific day. The Chair added that the presentation had highlighted the importance of tracking and progress.

The Chair thanked the DQTL and EDBO for a very pleasing and informative presentation.

Action: That the position be noted and the SAR be presented to the December Corporation for discussion and approval.

9. **Quality Improvement Plan (QIP) 2017/18**

The EDBO reported that the QIP was in draft form as the actions from the SAR and across the College were being brought together under one plan. Actions were mapped through targets and priorities.

The Committee were provided with a copy of the Draft QIP. Key areas and those areas under Notice to Improve (NTI) were highlighted. Areas under Notice to Improve had been included to ensure swift intervention and were subject to monthly monitoring meetings and were as follows:

Classroom based learning:

- Creative and Digital Media
- Construction Design management
- Trowel trades
- Carpentry
- Motor vehicle
- Finance and Accounts
- Business studies
- Basic Skills

Apprenticeships:

- Project Management
- Health & Social Care
- Plumbing

Sarkis Mazmanian questioned why English had not been included on the list of NTI's. The EDBO replied that English had not been a trigger as students were mandated to take this. Basic Skills, however, was on the list and an English and Maths steering group was held each month.

The Principal stated that it was fundamental that all actions were brought together to ensure these were rationalised and prioritised. Actions were also added to in-year.

The Chair questioned who owned the QIP. The DQTL replied that each member of staff owned their own actions. There needed to be a link between curriculum and business support to ensure business support staff understood the issues surrounding curriculum.

Action: That the position be noted and the QIP be presented to the December Corporation for discussion and approval.

The Chair thanked the EDBO and DQTL for the report and the DQTL left the meeting.

10. Strategic Directions – Operational Deliverables and Balance Scorecard: 2017/18

The EDBO reported that the operational deliverables were mapped across the QIP. The following hotspots were highlighted:

- Improve Attendance through monitoring and implementing improvement strategies for 1718
- Improve QAR for 16 to 18; level 2
- Improve QAR for English & maths Functional skills through key TLA strategies
- Closer scrutiny of the Monitoring and Performance cycle including the establishment of a QA audit cycle to ensure appropriate and timely intervention and impact
- Advanced Learner Loans: Increase level 3 plus offer and improve marketing to grow Advanced Learner Loans income
- HE recruitment: actions to drive and promote further roll out of expanded HE offer
- Apprenticeship Overall and 19 plus Qualification achievement rates

The Committee were informed that each hotspot had clear targets. KPI's were monitored through the balance scorecard to ensure a balanced view was achieved.

Agreed: That the report be received and the position noted.

11. Teaching & Learning Strategy 2017/18

The EDBO reported that the framework for learning compiled the main features of BDC's strategic approach to teaching, learning and assessment. The approach included a firm commitment to English, maths and T shaped skills development in all areas of provision, to excellence in vocational teaching and assessment and sets standards for practice based on expectations for all stages on the learner journey, assessment and progress tracking.

The framework also noted a commitment to ensuring that mechanisms to promote and make consistent excellence in practice were in place through staff development.

Stuart Fraser questioned how the College picked up what businesses and employers wanted. The EDBO replied that robust curriculum planning processes to establish industry requirements were in place. Different modes and methods of delivery were being explored.

Gareth Byrne queried the amount of blended learning that was being delivered. The EDBO responded that some areas were more engaged than others and it was acknowledged that there was much work to be done. Digital Champions were currently in place and assigned to each curriculum area.

Sarkis Mazmanian asked for clarification on what digital actually meant. The EDBO stated that it could be described as individual confidence in using IT as a mode of learning and ensuring a multi-faceted approach.

Sarkis Mazmanian sought clarification on whether the College delivered any online only courses. The EDBO advised that in Access to HE the whole programme is delivered online. Currently one curriculum lead in the College was building an online programme for Leadership and Management.

The EDBO reported that the observation process had been 'tweaked' to support the College's drive from Good to Outstanding.

The Chair thanked the EDBO for an excellent report.

Agreed: That the position be noted.

12. English and Maths Strategy 2017/18

The EDBO highlighted the College's approach to English and Maths skills development. Closely aligned to the College's commitment to providing 'more than a qualification.' Key features of the strategy include:

- provision of advanced English and Maths skills development beyond the requirement of level 2
- integration of an explicit focus on English and Maths skills in all vocational classes
- extensive and integrated use of an online learning infrastructure that staff and students are required to work with and consists of:
online initial assessments and diagnostics to set levels and to signpost individual skills gaps to teachers and students
- automatic access to resources that provide students with opportunities to practice and perfect areas the areas they need to improve on
- tracking of skills development through the BKSB online suite of applications that enable teachers and coaches to monitor and support individual progress
- Access to a comprehensive suite of online, independent learning applications that support skills development in both Maths and English
- Rigorous and systematic monitoring of attendance rates and application of an absence management protocol to support progress.

Stuart Fraser advised that the College needed to address disinterest. The EDBO replied that the importance of English and/or Maths should be re-enforced to ensure students understand the relevance to their qualification. It also needed to be ensured that the programmes were interesting and not a repeat of what students had previously been taught.

Gareth Byrne asked if there were any areas displaying good practice in English and Maths. The EDBO replied that Hair and Beauty and Painting and Decorating did extraordinary things to capture students' interest. The key was ensuring good relationships between vocational areas and English and Maths.

Agreed: That the position be noted.

13. Complaints Annual Report 2016/17

The EDBO provided a summary of complaints and compliments received during 2016/17. The Committee were advised that every complaint formally made was thoroughly investigated. It was noted that the complaints fell in the areas currently under NTI.

Agreed: That the Report be received and the updated position noted.

14. Disciplinary Annual Report 2016/17

The EDBO advised that there was a robust Disciplinary and Behaviour policy in place that was revised to provide a greater emphasis on ensuring that Curriculum Teams made better use of Disciplinary procedures linked to attendance, punctuality and progress.

A total of 277 interventions took place in the 2016/17 academic year, the majority (84%) of which related to the 16 to 18 age group. The number of stage 2's conducted were 157 and stage 3's conducted were 125. This was a reduction on the 2015/16 year where

there were 198 stage 2 disciplinary actions and 142 stage 3's. The overall volume of interventions had therefore decreased when compared with the 2015/16 year.

Analysis of the types of interventions and support conducted in 2016/17 showed that further work was required to enhance the work being done to set expectations around required behaviour and college values particularly with young male learners in the trade areas. Some areas connected to the NTI subjects where the process was not rigid enough.

The EDBO stated that the College had to ensure that behaviour management was driven forward. It was anticipated that the number of disciplinaries would increase this year as the process was being used as a tool to drive improvement.

Agreed: That the current position be noted.

15. Apprenticeships Reforms & Levy Progress Update

The Principal provided a verbal update advising that the position remained unchanged from that reported at the October Corporation Meeting. The deferred notification of allocation was now January 2018 and the College was still working towards its targets for Levy and Non-Levy.

An up to date report on numbers, funding and planned profile re Levy and Non-Levy would be presented at the December Corporation Meeting once work to update the ILR Was completed.

Action: That the Report be received and an update be provided at the December Corporation Meeting.

16. Higher Level Skills incl HE Strategy SED & Action Plan

This Agenda Item was taken at the beginning of the meeting.

17. Any Other Business

Sarkis Mazmanian queried why the Level 7 curriculum offer had been revoked. The Principal advised that this was due to a quality issue leading to the qualification being revoked by the awarding body. An internal review had taken place and the course required an infrastructure that the College did not provide. Courses at Level 3 and Level 5 in the same area were running well.

Sarkis Mazmanian asked whether there were any plans for the College to run a Level 6 BA in Computer Science. The Principal responded that all HLS was under review to meet local, wider and sub-regional. The College needed to ensure it had the right mix of qualifications and methods of delivery.

18. Date and time of next meeting – Monday 12 March 2018 at 6.00pm.

The Chair thanked all those in attendance for their contributions. The meeting closed at 7.50pm.

Agenda Item	Action	Responsibility	By (deadline)	Update
	The Committee to ensure that the Corporation are aware of the substantial governance changes with regards to Higher Education.	Chair	Ongoing- next Corporation Meeting.	Ongoing
8.	SAR and QIP to be presented to the December Corporation for approval.	Clerk	11 December 2017	
15.	Update on numbers/funding and profile on Apprenticeships to be provided at the December Corporation Meeting.	Clerk	11 December 2017	